Certificate
Maker®

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Credits:

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Our artists are Robert Cavey, Karen Christiansen, and Jerry Cratsenberg.

READ THIS FIRST

Hardware Requirements

To run Certificate Maker you need an Apple II + , IIe, IIc, IIGs, or compatible computer including:

64K memory
One disk drive
A dot-matrix printer

Optional equipment includes:

A joystick
A second disk drive
A ProDOS data disk

Warning

**DO NOT COPY THE MASTER PROGRAM DISK OR THE CERTIFI-
CATE DISK. These disks are copy protected. Attempting to copy these disks
could damage them. Backup disks are available directly from Springboard
Software; see the Backup Order form included in this package.**

How to use this manual

This manual is organized into four chapters:

The **Introduction** provides an overview of the program and explains the uses of various keys on the keyboard.

Setting Up and Running Certificate Maker explains how to install and start the program on your computer.

Make Certificate takes you step by step through the process of creating and printing a certificate.

Name File shows you how to create lists of names that can be merged into your certificates.

As you read the instructions in this manual, there are two conventions to keep in mind:

When there are instructions to **Select** an option, that means you should move the cursor to that option, then press the [return] key.

When there are instructions to **Enter** something from the keyboard, that means you should type the appropriate text, then press the [return] key.

What is Certificate Maker?

Certificate Maker is an easy-to-use program that enables you to create attractive, personalized awards. Even if you have never before used a computer, with Certificate Maker you can make a certificate in only a few minutes--on your first try!

Certificates have always represented a meaningful way to recognize and encourage all kinds of achievements. In the past, however, it has been time-consuming and expensive to purchase or create personalized awards. Now, with Certificate Maker, you can provide specific, immediate, and tangible praise for any occasion. Certificate Maker helps you announce a promotion, recognize the attainment of a goal, give thanks for extra effort, or even poke fun at a dubious achievement.

There are dozens of uses for Certificate Maker: Teachers can reward students for excellence in the classroom.... Parents can acknowledge admirable behavior in their children.... Club leaders can recognize the extra efforts of volunteer workers.... Bosses can bestow honors for excellence to their employees....
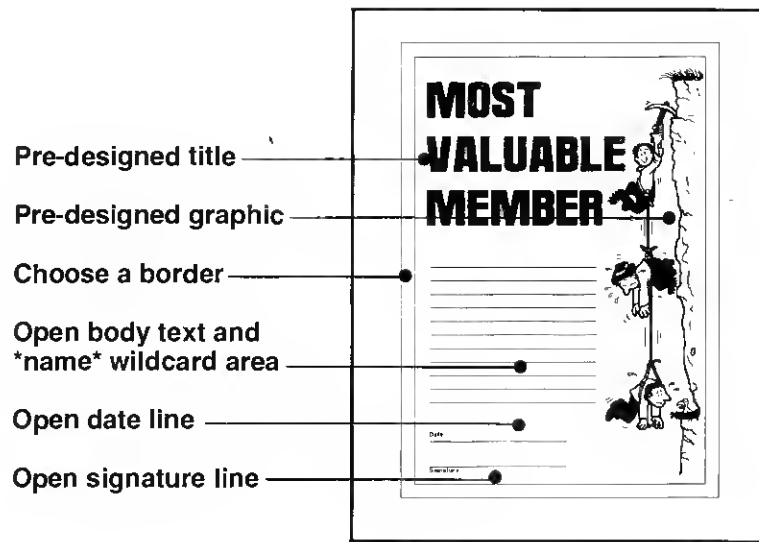
How does it work?

Certificate Maker does the hard part for you: It provides more than 200 professionally designed, partially-completed certificates, called templates. Some templates are intended for specific occasions such as academic achievement, sporting triumphs and so on; these include a title and appropriate artwork. Other templates are multi-purpose; they have no artwork and only a partial title like *Certificate of....*

To make a certificate, all you have to do is select the template you want (illustrations of all the templates appear in the Certificate Catalog at the back of this book), choose a border and type style, and fill in the blanks with the recipient's name and achievement. As a finishing touch, you can add one of the 36 seals and stickers that come with Certificate Maker.

For those occasions when you want to present personalized certificates to several people, Certificate Maker has a feature called the *name* *wildcard* that lets you insert names into otherwise identical certificates.
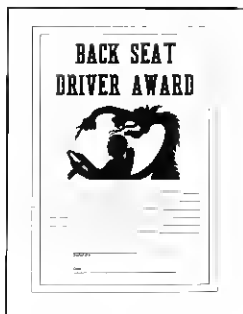
The information you enter is added to a template when you print the certificate. The templates themselves remain intact and can be used over and over.

The elements of a certificate

Pre-designed title

Pre-designed graphic

Choose a border

Open body text and
name wildcard area

Open date line

Open signature line

MOST VALUABLE MEMBER

Date

Signature

certificate formats

Vertical

BACK SEAT
DRIVER AWARD

Signature

Date

Horizontal

EMPLOYEE OF THE
YEAR

Signature

Date

Small

BEST MOM
AWARD

Signature

Date

Best
MOM
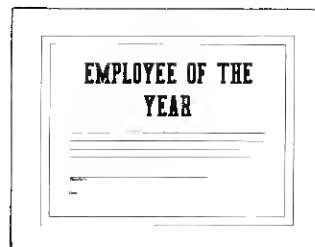
As you can see on the illustration on the opposite page, there are four parts to a certificate:

Title: Some templates include a complete title such as *Mathematics Award* or *Most Valuable Member*, while other templates provide a partial title like *Certificate of...*, or a completely blank title area.

Graphics: Many templates include an illustration to spice up the certificate and add that professional, or humorous, touch.

Border: There are 24 designs to choose from. Samples of each border appear on a special Border menu at the back of this book.

Text: Every template provides space where you can type in specific information about an award. Most templates also include a line for the date and your signature. Certificate Maker has five font styles and two font sizes from which you may choose.

Entering the special code **name** in your text instructs Certificate Maker to print the same certificate several times, with a different name on each copy.

A separate procedure allows you to create "name" files containing the names of the people in your office, classroom, or organization. Just before you print a certificate that has the *name* wildcard in it, the program asks you to choose the names you want to use.

Using the keyboard

The following table shows the keys used in Certificate Maker.

Function	Key	Description
Select	[return]	Use [return] to select an item from a menu or a list of options.
	`	When entering text, use [return] to end one line and begin the next.
Go back to the previous screen	[esc]	Use [esc] to cancel your work on one screen and return to the previous screen.
		When entering text, use [esc] to delete the text on the current line and move the cursor back to the previous line.
Return to the Main Menu	[control-R]	Use [control-R] (hold down [control] and press R simultaneously) at any time to cancel your work and return to the Main Menu. From there, you can start over or exit from Certificate Maker.
Move the cursor	→← ↑↓	Apple IIe/c: Use the up and down arrow keys to move from one item to another in a menu or a list of options.
		Apple II + : Use ←for up and use → for down
Making typing corrections	[backarrow] [delete]	Use the backarrow or delete key to erase characters to the left of the cursor.
Upper/lower case	[shift]	Apple IIe/c: Use the [shift] and any other key for upper case.
	[control-C]	Apple II + : Use [control-C] (hold down [control] and press C simultaneously) at any time to toggle between upper case and lower case.

SETTING UP AND RUNNING CERTIFICATE MAKER

Before you start:

If you plan to use the *name* wildcard feature, initialize a floppy disk for *name* file storage. Use ProDOS to initialize your disk.

Name files must be stored on a separate floppy disk. They cannot be kept on the Certificate Maker Master Program disk or the Certificate Catalog disk. A single floppy disk can hold all your *name* files.

To start Certificate Maker:

Insert the Master Program disk in drive 1 and turn on your computer.

If you have two disk drives, insert the Certificate Catalog disk in drive 2.

To exit from Certificate Maker:

1. Return to the Main Menu by pressing [Ctrl-R].

2. Select the Exit Program option (if you want to run another software application), or turn off your computer.